

# University of North Georgia - Dahlonega

## Allocation of Student Activity Fees

ARTICLE VI, Section 2 of the Student Government Association Constitution outlines the authority and responsibilities of the SGA in the allocation Student Activity Fees. Designated authority includes the following:

“The Student Government Association shall be the body through which student activity funds shall be allocated and distributed to approved and recognized campus organizations with the approval of the Student Life Committee and the University President”

“Student activity fees and all other funds controlled by the Student Government Association shall be allocated by procedures determined by the Budget-Finance Committee with majority vote of the Student Government Association.”

“The Student Government Association shall have the power to impound the student activity funds of any organization, which has misused them by dispensing funds in areas not designated in the approval budget proposal.”

### Allocation Process

#### **SGA Budget-Finance Committee:**

The committee shall consist of the SGA officers, plus a minimum of four additional SGA members. Any interested SGA member shall be allowed to participate on the committee. The SGA Comptroller serves as Chair of the Committee.

#### **Budget Requests:**

Each spring, the Student Government Association will solicit funding requests from Recognized Student Organizations and departments. Applicants will complete a Funding Request form and provide an itemized spreadsheet of their budget request.

#### **Budget Hearing:**

The SGA Budget Committee conducts Budget Hearings where all groups requesting funding are invited to present their request and answer questions from the committee.

#### **Allocation Proposal:**

Following the Budget Hearings, the Budget Committee meets to develop a proposal for the allocation of funds for the following year. The proposal is reviewed by the Executive Committee, who may elect to modify the proposal before submission to the SGA. The Exec.'s Proposed Allocation is presented to the entire SGA at a regular meeting and is discussed at that meeting then postponed till the following meeting for a vote. Amendments may be proposed by

SGA members, but must indicate which budget is to be reduced to add to another budget. The final proposal is voted on as a whole.

**Approval of Funding Proposal:**

The SGA's proposed allocation is forwarded to the Student Life Committee for review. The recommendations of the Student Life Committee are forwarded to the University President, along with SGA's proposal for final approval.

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BoR Minutes, 1999-2000, p. 364).

### **SGA Funding Philosophy and Guidelines**

1. SGA will allocate Student Activity Fees to those organizations that best represent the most students' interests, while providing a wide variety of social, recreational, cultural, and educational programs.
2. Student Activity Fees should be used for programs and activities that benefit the maximum number of students, rather than academic departments and programs.
3. Student Activity Fees should support groups and events that are open to all students.
4. Student Activity Fees should benefit current students rather than being used to recruit future students or to provide publicity for departments or the university.
5. Student Activity Fees should be used to support events held on campus and for students rather than for events held away from the campus or for non-students.
6. Student Activity Fees should only support travel that directly benefits the entire student body. Travel that only benefits the individual, or an academic program, should be funded by the student or program.
7. Any student employees funded by Student Activity Fees must be specifically approved by SGA.
8. SGA will only fund the purchase of t-shirts in the case of:
  - Promoting a student activity that benefits the entire student body.

- Student representing bodies where the representatives are elected through SGA sanctioned campus-wide elections.
9. SGA will not fund the purchase of Army ROTC uniform items that cadets are already required to purchase.
  10. SGA may contribute to the cost of performance uniforms for groups that are asked to perform for the student body on campus. SGA will fund up to 20% of the total cost of each uniform with a maximum of \$25.00 per person per year.
  11. SGA will not fund expenses for fundraisers.
  12. Student Activity Fees may not be used to support political parties, candidates, or other political activities.
  13. Student Activity Funds shall finance a maximum of 50% of the cost of musical instruments and a maximum of 50% of the cost of musical instrument accessories costing at \$400 or more.

### **Guidelines for Student Travel Grants**

1. SGA will not fund academic travel.
2. Travel grants will not be allocated to individuals or groups for off-campus performances or competitions, except Recreational Sports and Sports Clubs.
3. Requesting student must justify how the travel will benefit other UNG students.
4. Upon return, students must schedule a presentation to share what was learned with other interested students. The SGA must approve the format of the presentation.
5. SGA may allocate up to 75% of the total cost, with a maximum of \$100.00 per individual, per year. The following factors will be used in determining funding:
  - Reason for trip
  - How many students will benefit?
  - Cost and length of the trip
  - Type of transportation
  - Availability of funding from other sources

### **Basic Guidelines for Groups Receiving Funding**

- You may not overspend your budget.
- Unspent money goes back to the Student Activities Reserve at the end of

the fiscal year.

- You must spend the money as you outlined in your proposal form.
- You must follow all relevant university policies and procedures.
- Prohibited Expenditures:
  - Alcohol
  - Tobacco
  - Illegal items
  - Support of political candidates
  - Items for personal use.
  - Scholarships
  - Faculty/Staff Salaries or other compensation unless initiated by SGA.
  - Student Employee Salaries – unless specifically approved by SGA
  - Student Travel must be specifically approved by SGA
  - Funds may not be used in fundraising
- Events funded by Student Activity Fees must be open, with free admission, to all UNG - Dahlonega students.
- Any funds generated by charging admission to non-students for attendance at an event funded through Student Activity Fees must be reported and deposited into the appropriate University account.

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